

# Austin/Travis County Sobriety Center Local Government Corporation

## Board of Directors Meeting Minutes

Wednesday, January 31, 2018

### Board of Directors:

Chair: Judge Nancy Hohengarten  
Director: Stephen Strakowski  
Director: Christopher Ziebell  
Director: Craig Moore  
Director: Douglas Smith  
Director: Jana Ortega  
Director: Bill Brice  
Director: Andy Brown  
Director: Mayor Pro Tem Kathie Tovo  
Director: Commissioner Margaret Gomez  
Director: Reginald Smith  
Ex-Officio: Travis County Roger Jefferies  
Ex-Officio: Asst. City Manager Rey Arellano  
Ex-Officio: Asst. Chief Justin Newsom  
Ex-Officio: Asst. Chief Jasper Brown  
Ex-Officio: Interim Director Stephanie Hayden

The Board of Directors of the Austin/Travis County Sobriety Center Local Government Corporation was convened on January 31, 2018 at the Travis County Administrative Building, Multipurpose Room C, Austin, Texas. The following items were considered by the Austin/Travis County Sobriety Center Board of Directors.

**Board Members in Attendance:** Nancy Hohengarten, Board Chair; Bill Brice, Secretary; Doug Smith, Treasurer; Stephen Strakowski, Christopher Ziebell, Jana Ortega; Kathie Tovo; Craig Moore, Reginald Smith; **Ex-Officio Members in Attendance:** Roger Jefferies; Rey Arellano; **Staff in Attendance:** Carol Drennan, Interim Executive Director; Rhonda G. Patrick, Executive Director **Guests:** None

1. Chair Hohengarten called the meeting to order at 5:36 p.m.
2. Approval of the minutes from the November 8<sup>th</sup> Board meeting of the Sobering Center.

**Motion:** Secretary Brice made a motion to approve the minutes as presented. **Second:** Director Strakowski. **Vote:** The board voted unanimously in favor of the motion.

3. Approval of the minutes from the November 27<sup>th</sup> Special Board meeting of the Sobering Center.

**Motion:** Director Moore made a motion to approve the minutes as presented. **Second:** Treasurer Smith. **Vote:** The board voted unanimously in favor of the motion.

4. General citizen communications. None
5. Interim Executive Director Report.
6. Executive Director Report.
7. Finance Report.

**Motion:** Director Strakowski made a motion that the Board of Directors of the Austin Travis County Sobriety Center Limited Government Corporation does hereby approve, with corrections as noted, the 2017 990 as and authorizes its submission. Discussion:

Director Moore pointed out that corrections are to be made on page 6 changing the holder of the records from Carol Drennan to Rhonda Patrick, page 1, the website address need to be corrected, page 7, Director Strakowski and Director Ziebell names require corrected spelling. **Second:** Treasurer Smith. **Vote:** The board voted unanimously in favor of the motion.

#### 8. Fiscal Policy and Procedure.

**Motion to Amend:** Treasurer Smith made a motion to amend the authorized signatory for banking and financial transactions initially recorded on February 8, 2017. Effective immediately, the authorized signatories are the Executive Director, Board Treasurer, and Board Secretary. **Second:** Director Strakowski. **Vote:** The board voted unanimously in favor of the motion.

**Motion:** Director Strakowski made a motion for the board of directors of the Austin Travis County Sobriety Center Limited Government Corporation to approve the financial policies of the organization. The approved policies shall recend the following board motions:

1. **Motion:** Director Strakowski made a motion to authorize the Treasurer and interim or permanent Executive Director to expend up to \$1,000 per transaction, not to exceed \$5,000 per month without board approval, on purchases needed to establish and operate the organization. **Second:** Director Gomez. **Discussion:** The board discussed the proposed spending limits, the needs to purchase furniture, equipment and supplies for operations. **Vote:** The board voted unanimously in favor of the motion on February 8, 2017.
2. **Motion:** Director Strakowski made a motion to approve the following:
  - i. to authorize Interim ED and permanent ED to expend up to \$10,000 per month (outside of approved contracts) without board approval to establish and operate the organization.
  - ii. To authorize expending amounts above \$10,000 (outside of approved contracts) and less than \$20,000 with Finance Committee approval
  - iii. To authorize expending amounts above \$20,000 (outside of approved contracts) need to be approved by the Board and countersigned by an Officer of the Board

**Second:** Director Smith. **Vote:** The board voted unanimously in favor of the motion on September 13, 2017.

**Second:** Treasurer Smith. **Vote:** The board voted unanimously in favor of the motion.

#### 9. Interim Executive Director Contract. No action.

#### 10. 2018 Board Meeting Schedule.

**Motion:** Secretary Brice made a motion to approve the 2018 meeting schedule, with correction. Discussion: Several members have conflict with March proposed date and agree to move date to March 21, 2018. **Second:** Director Smith. **Vote:** The board voted unanimously in favor of the motion.

**ADJOURN**

**Motion:** Director Strakowski made a motion to adjourn. **Second:** Director Moore. **Vote:**  
The board voted unanimously in favor of the motion.

Meeting adjourned at 7:03 pm

DRAFT